

# CITY OF TEMPE SUMMER EMPLOYMENT OPPORTUNITY



Community Services Department ■ Parks and Recreation ■ 3500 S. Rural Road ■ Tempe, AZ 85282 ■ (602) 350-5200 ■ TDD (602) 350-5050

## "All City" Summer Programs FIELD/GYM SUPERVISOR / ASST. FIELD SUPERVISOR/UMPIRE

**OPENING DATE:** March 9, 1998

**FIRST REVIEW DATE:** **April 3, 1998.** Applications submitted by this date will be screened and may be invited to an interview in April. Applications received after this date will only be reviewed and interviewed on an as-needed basis.

**INTERVIEWS WILL BE CONDUCTED:** **April 13-17, 1998**

**CLOSING DATE:** **May 1, 1998.** Applications will not be accepted after this date.

**EXAM WILL BE ADMINISTERED:** Mandatory Rules Exam will be administered on the morning of April 3, 1998 at 10 a.m.

**HOURS:** Vary according to program. See program descriptions.

### Asst. Field Supervisor/Umpire

**EXPERIENCE AND TRAINING:** Requires knowledge of the A.I.A. (Arizona Interscholastic Association) and/or Little League Rules and Regulations. Experience umpiring is desired. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization. Complete a 1998 First Aid/CPR course through the City of Tempe (Date TBA).

**ESSENTIAL JOB FUNCTIONS:** *This position assists the Field Supervisor in:*

- Ensuring the playing fields are properly set up for each game
- Maintaining safe field conditions; administering first aid as needed
- Interacting w/participants, parents, spectators and contract personnel
- Umpiring softball/baseball games
- Applying program policies and procedures to on-site situations
- Maintaining payroll time sheets; maintaining contract personnel hours
- Coordinating program evaluations

**HOURLY WAGE:** \$7.55

### Field/Gym Supervisor:

**EXPERIENCE AND TRAINING:** Requires knowledge of A.I.A. and/or Little League and/or Basketball Rules & Regulations, experience coordinating children's sports activities. College credit or current enrollment in education or recreation courses is desirable. Supervisory experience is desired. Experience officiating is desired. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization. Complete a 1998 First Aid/CPR course through the City of Tempe (Date TBA).

- ESSENTIAL JOB FUNCTIONS:**
- Coordinating softball/baseball or basketball activities for multiple fields or gyms at one site/location.
  - Ensuring the playing fields and/or gym are properly set up for each game.
  - Issuing and inventorying uniforms and equipment; lifting up to 35 lbs. as needed
  - Supervising Umpire/Asst. Field Supervisors (baseball/softball program)
  - Applying program policies and regulations
  - Interacting with parents, staff, and spectators in order to explain program and handle and solve concerns and/or problems that arise
  - Maintaining payroll time sheets
  - Coordinating program evaluations, attending staff meetings

**HOURLY WAGE:** \$8.23

## **1998 Summer**

### **"All City" Summer Ball Program (Gr 1-12)**

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**Before applying for a position be sure you can meet the availability requirements below.**

The "All City" Summer Ball Program provides first through twelfth grade boys and girls the opportunity to play baseball/softball in a structured program, under the philosophy of fun, skill development, and equal play for all. Staff is responsible for coordinating scheduled games/practices, supervising umpires and scorekeepers, facility and equipment control, and applying program rules and policies.

**Availability Requirements:** Program will be held Monday-Thursday, 5:45 -10:15 p.m. (rain days make-up will be held on Fridays)

- MUST BE ABLE WORK FROM MAY 28 - JULY 17.
- NO VACATIONS OR TIME OFF WILL BE PERMITTED DURING THE PROGRAM.
- Program hours 6:00 - 10:00 p.m.
- Must attend two assigned evening orientation and training workshops May 7 through May 14.
- Must attend assigned staff meetings on May 20, June 3, June 17, and July 15.
- Must purchase City of Tempe Community Services Department staff shirt(s).

### **"All City" Basketball Program (Gr 1-12)**

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**Before applying for a position be sure you can meet the availability requirements below**

The "All City" Summer Basketball Program provides first through twelfth grade boys and girls the opportunity to play basketball in a structured program, under the philosophy of fun, skill development, and equal play for all. Staff is responsible for supervising coaches, officials and scorekeepers, facility and equipment control, and applying program rules and policies.

**Availability Requirements:** Program will held Monday-Thursday, 5:45 - 9:30 p.m., Saturdays 9:00 a.m. - 4:00 p.m.

- MUST BE ABLE WORK FROM JUNE 8 - JULY 23.
- NO VACATIONS OR TIME OFF WILL BE PERMITTED DURING THE PROGRAM.
- Program hours 6:00 - 9:30 p.m. for evening program (Mon.-Thurs.), Saturday 9:00 a.m. - 1 p.m.
- Must attend assigned staff meetings.
- Must purchase City of Tempe Community Services Department staff shirt(s).

**CITY OF TEMPE**  
**APPLICATION SUPPLEMENT**  
**"All City" Summer Ball Umpire/Field and/or Gym Supervisor**



Name \_\_\_\_\_ SS# \_\_\_\_\_

Following are examples of tasks performed by "All City" Summer Ball Umpire and Field Supervisors and/or Basketball Gym Supervisor. To assist us in evaluating your qualifications for this position, please describe in detail your experience conducting the following tasks. Attach additional sheets as necessary.

1. Please describe your experience coordinating softball/baseball and/or basketball activities.

How old were the children for whom you planned these activities? Age Group: \_\_\_\_\_

For whom did you work/volunteer to obtain this experience:

Length of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Experience:

2. Please list the steps you have used to ensure that the softball/baseball playing fields and/or basketball gyms were properly set up for each game.

Description of Experience:

Steps:

(continued on other side)

**3. Please describe your experience umpiring softball and/or baseball and/or officiating basketball games.**

Softball \_\_\_\_\_ Baseball \_\_\_\_\_ League \_\_\_\_\_ (e.g. T-Ball, Little League, Legion)

Youth Basketball \_\_\_\_\_ Adult Basketball \_\_\_\_\_ League \_\_\_\_\_ (e.g. YMCA, A.I.A., City League)

For whom did you work/volunteer to obtain this experience?

Length of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Experience:

**4. Please describe the type of supervisory experience you have.**

For whom did you work/volunteer to obtain this experience:

Length of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Experience:

■ **Please attach this Supplemental to the Application** ■